



***Pride Of The Ojibwa***

LCO CONSERVATION DEPARTMENT  
13394 W Trepania Road Building 1  
Hayward • Wisconsin • 54843  
PHONE (715) 634-0102 • FAX (715) 634-0107

**\*\*Job Announcement\*\***  
**Compliance Officer**

<b>POSITION:</b>	<b>Lac Courte Oreilles Conservation Compliance Officer</b>
<b>POSTING DATE:</b>	<b>March 28, 2018</b>
<b>CLOSING DATE:</b>	<b>April 12, 2018</b>
<b>SALARY:</b>	<b>Negotiable (D.O.Q)</b>
<b>LOCATION:</b>	<b>Lac Courte Oreilles Conservation Office</b>
<b>SUPERVISOR:</b>	<b>Lac Courte Oreilles Conservation Director</b>
<b>ADMINISTRATION:</b>	<b>Lac Courte Oreilles Governmental Personnel Policy Manual</b>

**Qualifications:**

- Mature Adult. Tribal Preference Applies.
- Bachelor Degree in related field preferred; or
- Five years' experience in business administration or governmental contracts and grants management.
- Must be extremely professional, dependable, and courteous, and self-assertive.
- Effective written and oral communication skills required.
- Must have strong computer skills.
- Must adhere to strict confidentiality in all matters. Will be required to sign a Confidentiality Statement upon hire.
- Must be able to work cooperatively in a team-oriented environment.
- Must be extremely accurate and detail oriented.
- Possess a valid Driver's License, personal vehicle insurance, and reliable transportation.
- Must be willing and able to travel.
- Must pass background check(s)
- Must pass a pre-employment drug screen and any random drug screens thereafter.

**Duties and Responsibilities:**

- Maintain all federal, state, and local contracts and grants, including renewals.
- Responsible for federal/financial/SF 425 reporting.
- Assist LCO Conservation program directors with budgets based on award specifications.
- Assist LCO Conservation program directors in meeting compliance objectives such as reports submissions and appropriate expenditures according to contract and grant deliverables.
- Review Accounts Payables, Travel and Requisition Requests for line item budget balances and proper account codes.
- Assist LCO Conservation program directors with close-outs methodologies as well as acting as an ombudsman to contract and grant entities.
- Perform other duties as assigned.

**Application Procedure:**

Submit LCO Employment Application, résumé, three (3) personal reference letters, and cover letter to the address below. Résumé should be type written and include information on education, experience, professional and/or community involvement and availability. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**Lac Courte Oreilles Tribal Government  
ATTN: Human Resource Department  
13394W Trepania Road  
Hayward, WI 54843**

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.